

LEICESTER COMEDY FESTIVAL 2010 – ONLINE SUBMISSION PROCESS

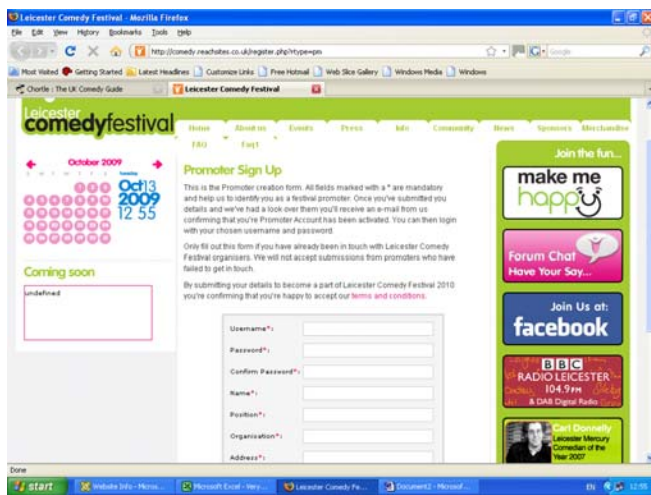
The process for submitting shows for Leicester Comedy Festival 2010 has changed. There's an online form to fill out which will make your life and ours much easier when it comes to submitting a show to the festival. Below is a guide to fill out the online form.

Please note – please inform the festival organisers if you are performing at previously unused venue for LCF2010. We need to upload any new venues before you can start the online process. Please contact andy@comedy-festival.co.uk if you have any queries.

STEP 1

Go to <http://www.comedy-festival.co.uk/register.php?rtype=pm>

This will take you to a page that looks a little something like this.



You will be asked to fill in a range of details so that we can identify you as a promoter or an act submitting your show to the festival.

Notes

- All field marked with a * are mandatory.
- The last box to fill in is called "Description" – you should enter detail about who you are and what your show is called. This allows us to identify you as an act or a promoter that has been in touch with the festival prior to you submitting your show to the festival.

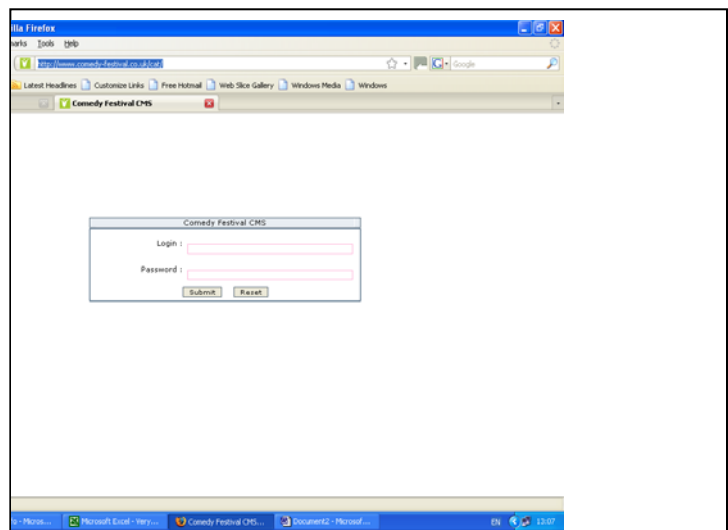
STEP 2

After filling in your details and clicking "Submit" we (at the festival) will then review your submission and send you an email confirming that you can now log in and start submitting your show(s) for the festival. If you need urgent/instant confirmation please call the office on 0116 261 681412.

STEP 3

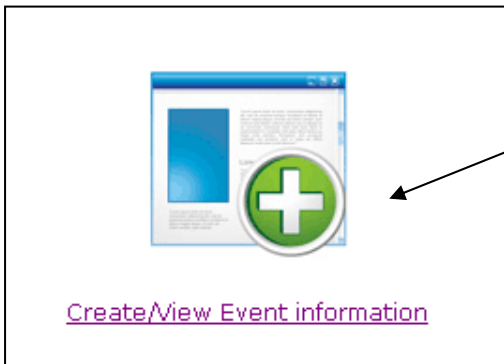
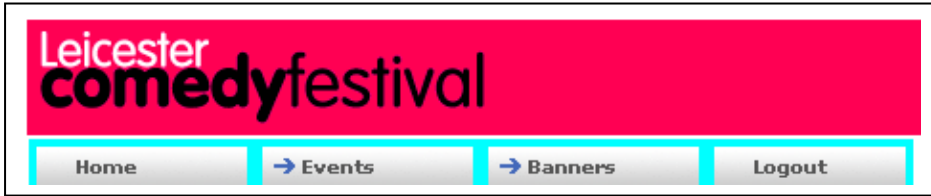
After we have confirmed you as a promoter/act you can log in to your account at <http://www.comedy-festival.co.uk/cat/>

This page will look something like this.



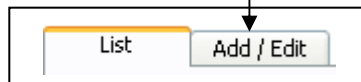
STEP 4

After logging in you'll come to a page that has the following icons.



To start creating an event click on "Create/View Event Information"

Then click "Add/Edit"

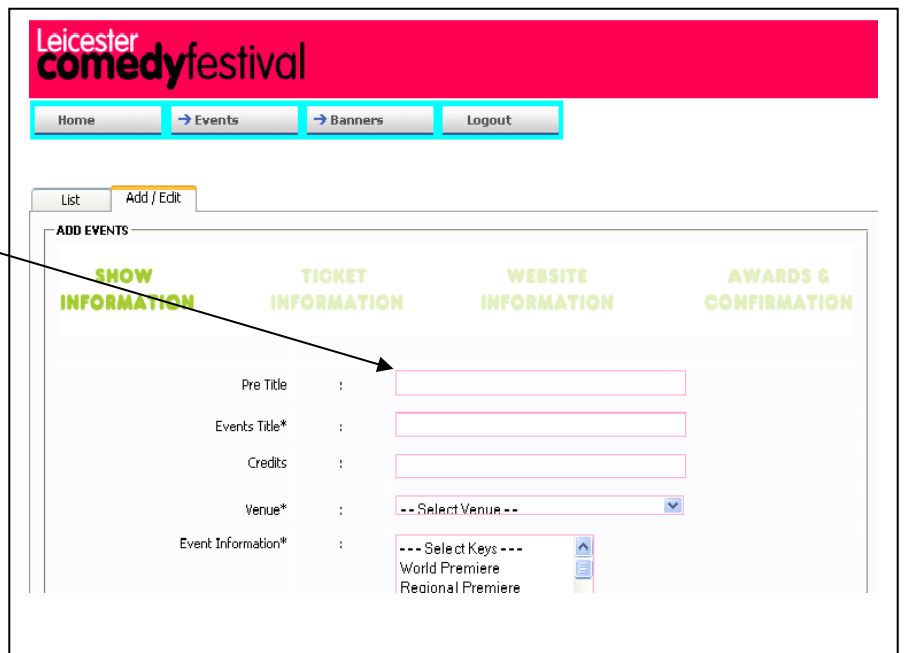


STEP 5

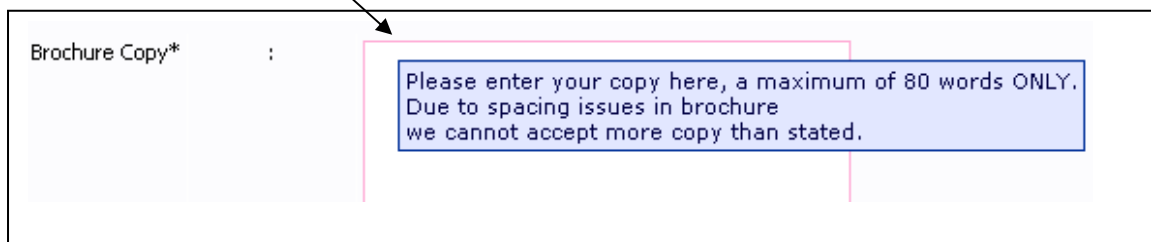
You can now start filling out all the Information required to submit your Show.

All fields marked with a * are mandatory.

Most fields have a tool tip that helps you to understand what information is required.



The form is titled 'ADD EVENTS' and is divided into four columns: SHOW INFORMATION, TICKET INFORMATION, WEBSITE INFORMATION, and AWARDS & CONFIRMATION. The 'SHOW INFORMATION' column contains the following fields: Pre Title, Events Title*, Credits, Venue*, and Event Information*. The 'Venue*' field is a dropdown menu with the option '-- Select Venue --'. The 'Event Information*' field is a dropdown menu with the options '-- Select Keys --', 'World Premiere', and 'Regional Premiere'. The 'Events Title*' field is highlighted with a red border, and an arrow points from the text 'All fields marked with a * are mandatory.' to this field.



The tooltip for the 'Brochure Copy*' field contains the following text: 'Please enter your copy here, a maximum of 80 words ONLY. Due to spacing issues in brochure we cannot accept more copy than stated.'

